Online Manual

Quick Toolbox Guide

English

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Read Me First

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Notes on Online Manual Usage

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- This guide does not disclose the manuals of all the products sold by Canon. See the manual supplied with the product when using a product that is not described in this guide.

How to Print

Use the print function of your Web browser to print this guide.

To set to print background colors and images, follow the steps below.

Note

- In Windows 8, print in the desktop version.

- **In Internet Explorer 9, 10, or 11**

  1. Select (Tools) > **Print** > **Page setup...**.
  2. Select the **Print Background Colors and Images** checkbox.

- **In Internet Explorer 8**

  1. Press the Alt key to display the menus.
     Alternatively, from **Tools**, select **Toolbars** > **Menu Bar** to display the menus.
  2. Select **Page Setup...** from the **File** menu.
  3. Select the **Print Background Colors and Images** checkbox.

- **In Mozilla Firefox**

  1. Press the Alt key to display the menus.
     Alternatively, click **Firefox**, then select **Menu Bar** from the right arrow of **Options** to display the menus.
  2. Select **Page Setup...** from the **File** menu.
  3. Select the **Print Background (colors & images)** checkbox in **Format & Options**.

- **In Google Chrome**

  1. Select (Chrome Menu) > **Print...**.
  2. Select the **Background colors & images** checkbox in **Options**.

How to Use the Online Manual

Symbols Used in This Document

⚠ Warning

Instructions that, if ignored, could result in death or serious personal injury caused by incorrect operation of the equipment. These must be observed for safe operation.

⚠ Caution

Instructions that, if ignored, could result in personal injury or material damage caused by incorrect operation of the equipment. These must be observed for safe operation.

Important

Instructions including important information. To avoid damage and injury or improper use of the product, be sure to read these indications.

Note

Instructions including notes for operation and additional explanations.

Basic

Instructions explaining basic operations of your product.

Note

- Icons may vary depending on your product.

Touch-enabled Device Users

For touch actions, you need to replace "right-click" in this document with the action set on the operating system. For example, if the action is set to "press and hold" on your operating system, replace "right-click" with "press and hold."

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Note

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Version 2.0, January 2004

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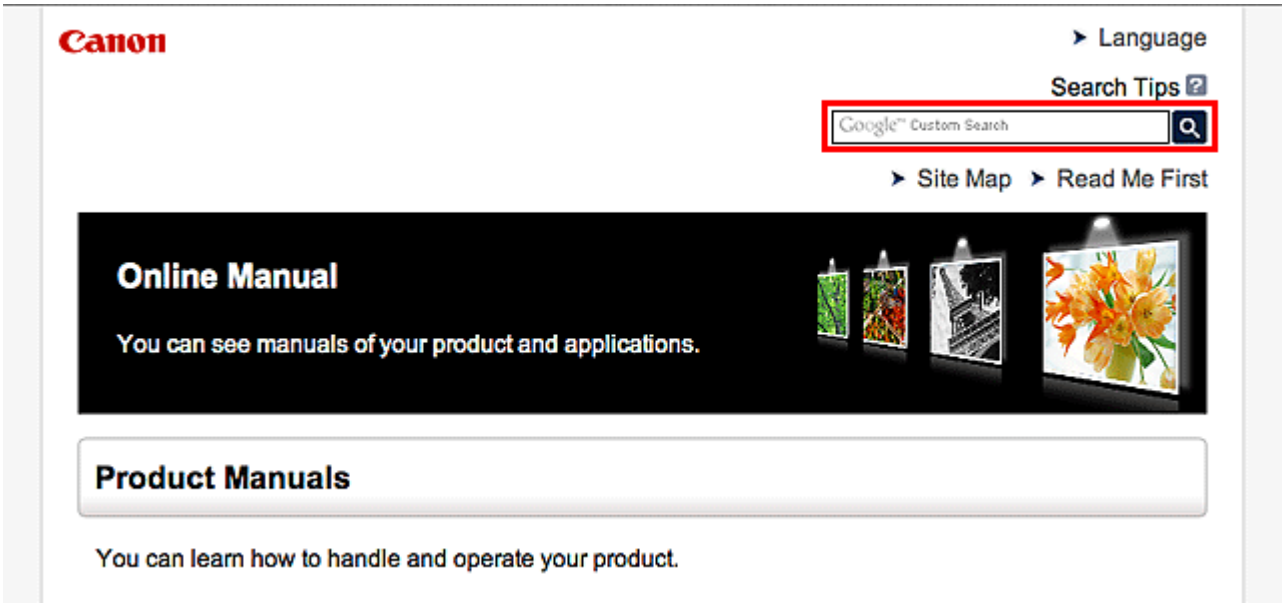
Enter keywords in the search window and click (Search).

You can search for target pages in this guide.

Search Tips

You can search for target pages by entering keywords in the search window.



Note

- The displayed screen may vary.
- When searching from this page or the "Home" page without entering your product's model name or your application's name, all products supported by this guide will be considered for the search.
  If you want to narrow down the search results, add your product's model name or your application's name to the keywords.

- **Searching for Functions**

  Enter your product's model name and a keyword for the function you want to learn about

  Example: When you want to learn how to load paper
  Enter "(your product's model name) load paper" in the search window and perform a search

- **Troubleshooting Errors**

  Enter your product's model name and a support code

  Example: When the following error screen appears
  Enter "(your product's model name) 1000" in the search window and perform a search

Note

- The displayed screen varies depending on your product.

- **Searching for Application Functions**

  Enter your application's name and a keyword for the function you want to learn about

  Example: When you want to learn how to print collages with My Image Garden
  Enter "My Image Garden collage" in the search window and perform a search

- **Searching for Reference Pages**

  Enter your model name and a reference page title*
  * You can find reference pages more easily by entering the function name as well.

  Example: When you want to browse the page referred to by the following sentence on a scanning procedure page
  Refer to "Color Settings Tab" for your model from Home of the *Online Manual* for details.
  Enter "(your product's model name) scan Color Settings Tab" in the search window and perform a search

General Notes (Quick Toolbox)

Quick Toolbox is subject to the following restrictions. Keep these points in mind.

- Refer to the Canon website for products supporting Quick Toolbox.
- Available functions and settings vary depending on your printer and the country/region setting. Internet connection is required depending on the function to be used. Internet connection fees apply.
- In this guide, descriptions are mainly based on the screens displayed when using Windows 8.1 operating system (hereinafter "Windows 8.1").

About Downloading the Corresponding Software

- To use each function, you need to install the corresponding software. Access the Canon website to download and install the software.
  Internet connection is required for downloading. Internet connection fees apply.

What You Can Do with Quick Toolbox

Quick Toolbox is a shortcut menu that allows you to easily start the functions you want to use. You can quickly start the utilities supporting Quick Toolbox to set up or manage the printer, or access this guide with one click.

You can also set a network folder as the destination for images scanned from the operation panel of the printer and for received fax data.

Starting Software from Quick Toolbox

In Quick Toolbox, you can start software or open manuals from the Main Screen.

1. Click (Canon Quick Toolbox) in the notification area on the desktop.

   The Main Screen appears.

   Note

   - If the icon is not displayed in the notification area on the desktop, follow the procedure below to start.

     - **Windows 8.1/Windows 8:**

       Click **Quick Toolbox** on the Start screen.

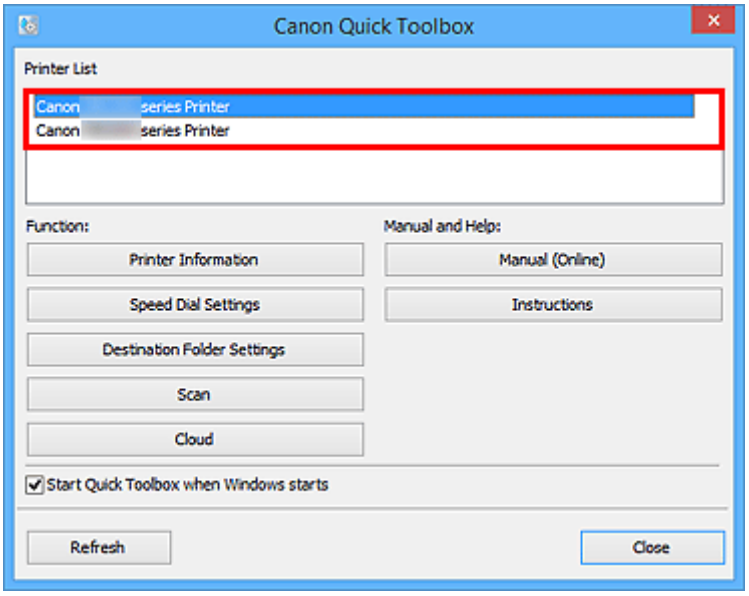
       If **Quick Toolbox** is not displayed on the Start screen, select the **Search** charm, then search for "Quick Toolbox".

     - **Windows 7/Windows Vista/Windows XP:**

       From the **Start** menu, click **All Programs** > **Canon Utilities** > **Quick Toolbox** > **Quick Toolbox**.

     The icon appears in the notification area on the desktop, and the Main Screen appears.

2. Select your printer from **Printer List**.

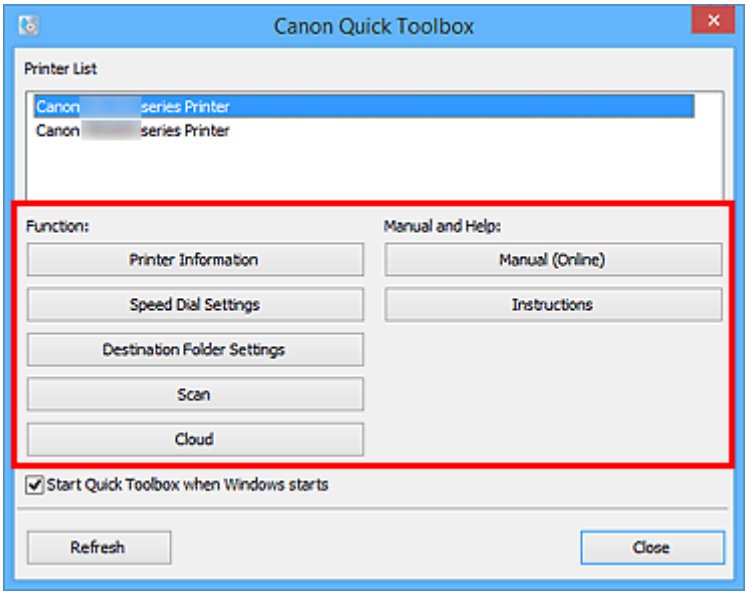


   Items corresponding to the selected printer appear in **Function**.

   Note

   - When your printer is not displayed in **Printer List**, click **Refresh**.

3. Click the item you want to use.



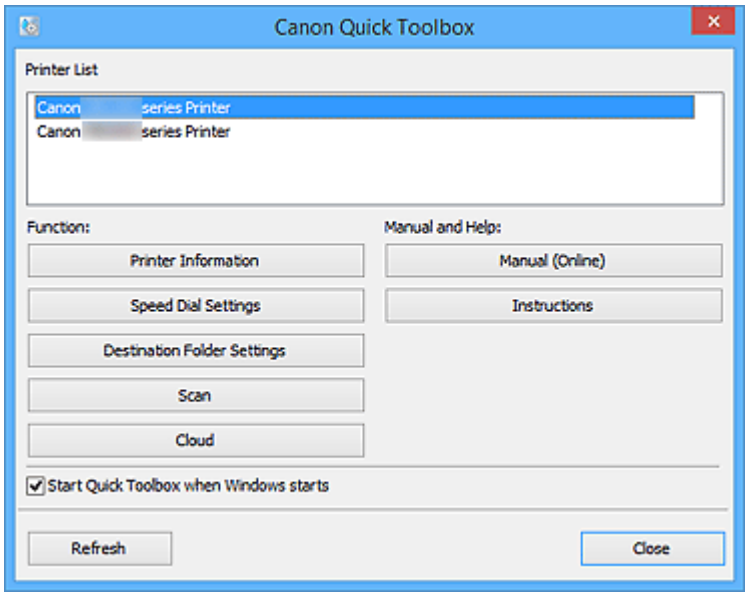
The software starts or manual opens.

Note

- Items displayed in **Function** and the available functions vary depending on the printer selected in **Printer List**.

Main Screen

You can start software or open manuals.



Printer List

Displays a list of Quick Toolbox compatible printers installed on your computer.

Important

- Some functions are not available when a printer connected to a single computer is shared in a network environment and used from multiple computers.

Function

Printer Information

Starts a Web browser in which you can check the printer information or use the utility functions.

Important

- To use this function, the printer and computer must be connected over a network.

Note

- When an authentication screen appears, you need to enter the user name and password. Refer to "Authentication" for details.

Speed Dial Settings

Starts the Speed Dial Utility with which you can edit the fax/telephone numbers registered to the printer.

Destination Folder Settings

Starts Folder Setting Utility with which you can set a network folder as the destination for images scanned from the operation panel of the printer and for received fax data.

Important

- To use this function, the printer and computer must be connected over a network.

Scan

Starts IJ Scan Utility with which you can scan photos, documents, etc.

Cloud

Starts a Web browser and displays Canon Inkjet Cloud Printing Center. Using the printer's cloud function, you can register/manage applications or check the printer's print status, errors, ink status, etc. from smartphones and tablets.

Note

- Items displayed in **Function** and the available functions vary depending on the printer selected in **Printer List**.
- Refer to the *Online Manual* displayed by clicking **Manual (Online)** for details on the corresponding software.

Manual and Help

Manual (Online)

Opens the manual of your printer.

Instructions

Opens this guide.

Start Quick Toolbox when Windows starts

Select this checkbox to start Quick Toolbox as Windows starts.

Refresh

Click this when your printer is not displayed in **Printer List**.

Related Topic

- Starting Software from Quick Toolbox

Destination Folder Settings

- **Setting the Destination**
- **Folder Setting Utility Window**
  - **Add Destination Folder** Window / **Edit Destination Folder** Window

Setting the Destination

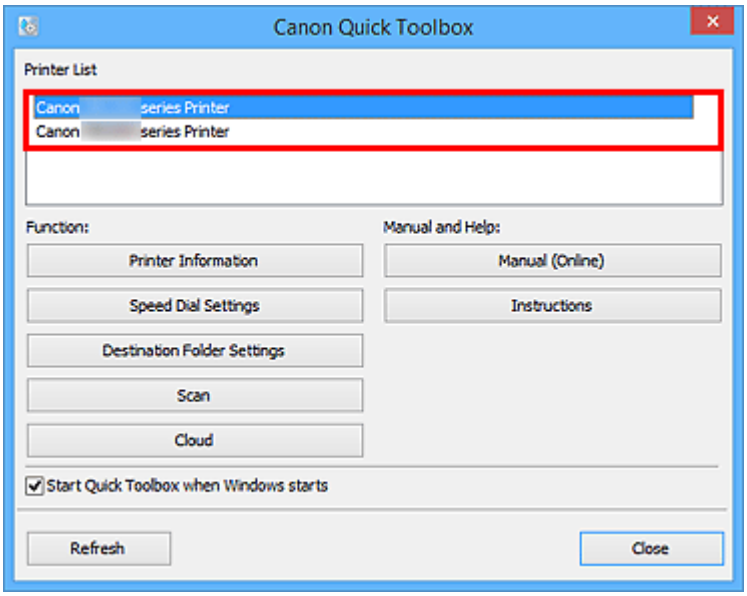
You can set a network folder as the destination for images scanned from the operation panel of the printer and for received fax data.

- Adding Destination Folders
- Setting the Auto Save Location for Fax Data

Adding Destination Folders

1. Open the Main Screen.

2. Select your printer from **Printer List**.

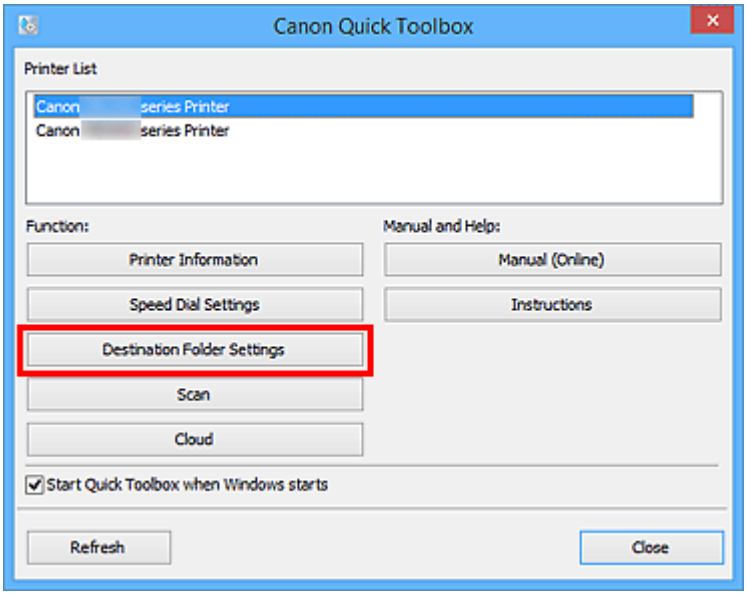


Items corresponding to the selected printer appear in **Function**.

Note

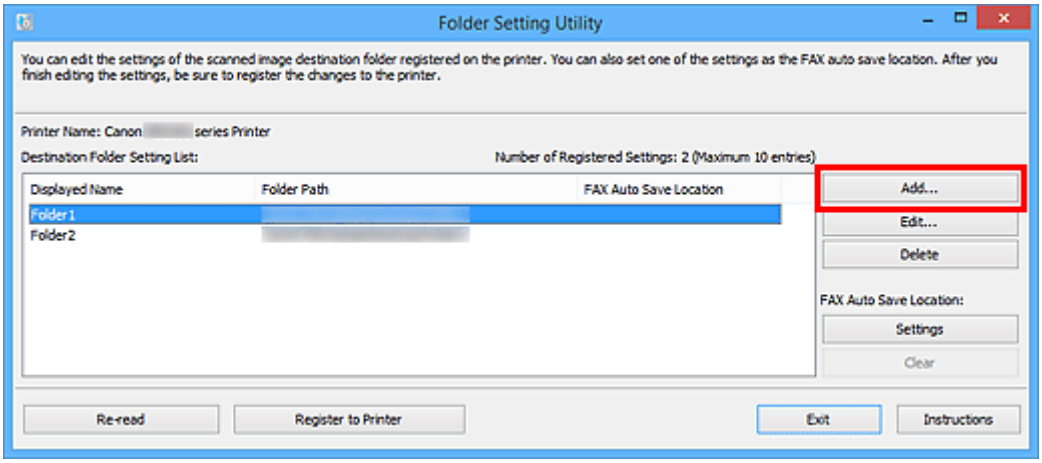
- When your printer is not displayed in **Printer List**, click **Refresh**.

3. Click **Destination Folder Settings** from the items displayed in **Function**.



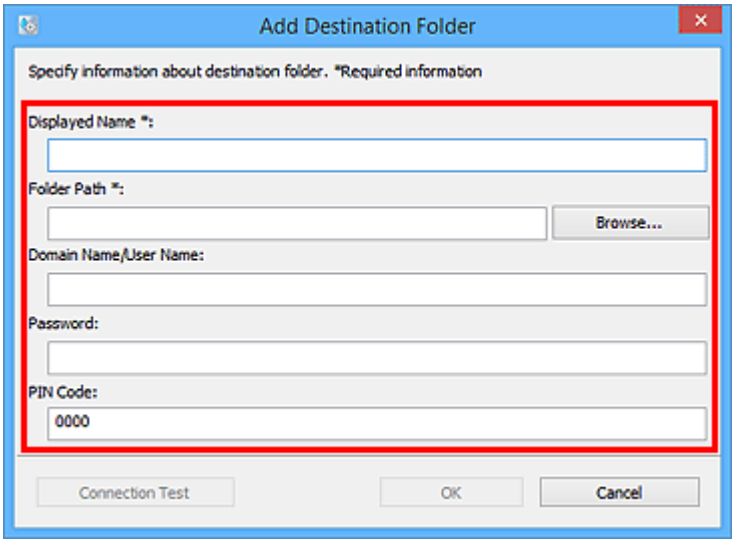
The **Folder Setting Utility** window appears.

4. Click **Add...**.


Folder Setting Utility
You can edit the settings of the scanned image destination folder registered on the printer. You can also set one of the settings as the FAX auto save location. After you finish editing the settings, be sure to register the changes to the printer.
Printer Name: Canon series Printer
Destination Folder Setting List:
Number of Registered Settings: 2 (Maximum 10 entries)
Displayed Name
Folder Path
FAX Auto Save Location
Folder1
Folder2
Add...
Edit...
Delete
FAX Auto Save Location:
Settings
Clear
Re-read
Register to Printer
Exit
Instructions

The **Add Destination Folder** window appears.

5. Enter the display name, folder path, etc.



Important

- **Displayed Name** and **Folder Path** are required entry fields.

Note

- Refer to "**Add Destination Folder** Window / **Edit Destination Folder** Window" for notes on entering each field.

6. Click **Connection Test**.

   Check if you can connect to the specified folder.

   Important

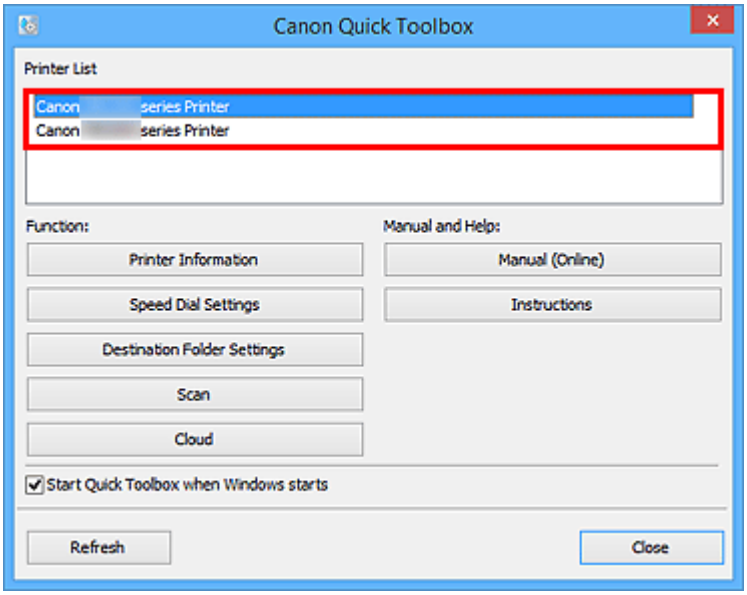
   - Make sure of the following before performing **Connection Test**.
     - The printer is turned on
     - The printer is connected to the network
     - Another software or user is not using the printer
     - An error is not displayed on the operation panel of the printer

7. Check the message, then click **OK**.
8. Click **OK** in the **Add Destination Folder** window.
9. Click **Register to Printer**.
10. Check the message, then click **OK**.

Setting the Auto Save Location for Fax Data

Set one of the folders displayed in **Destination Folder Setting List** as the auto save location for fax data.

1. Open the Main Screen.
2. Select your printer from **Printer List**.

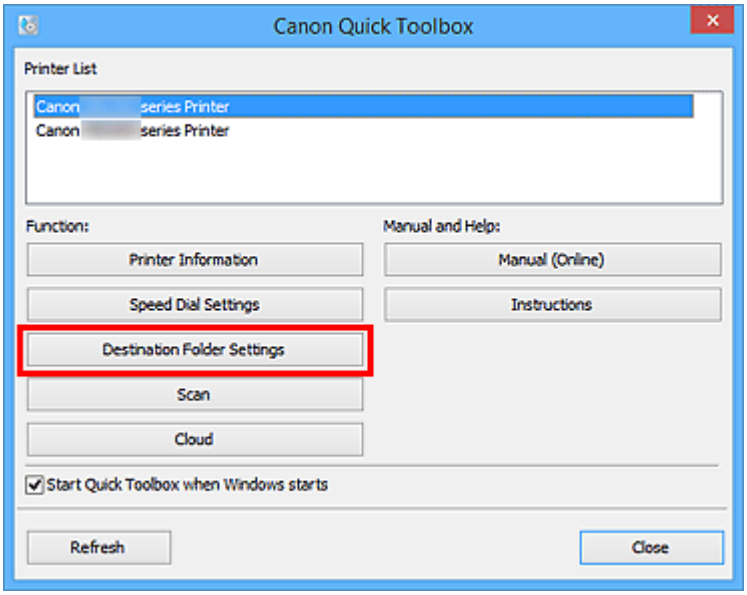


Items corresponding to the selected printer appear in **Function**.

Note

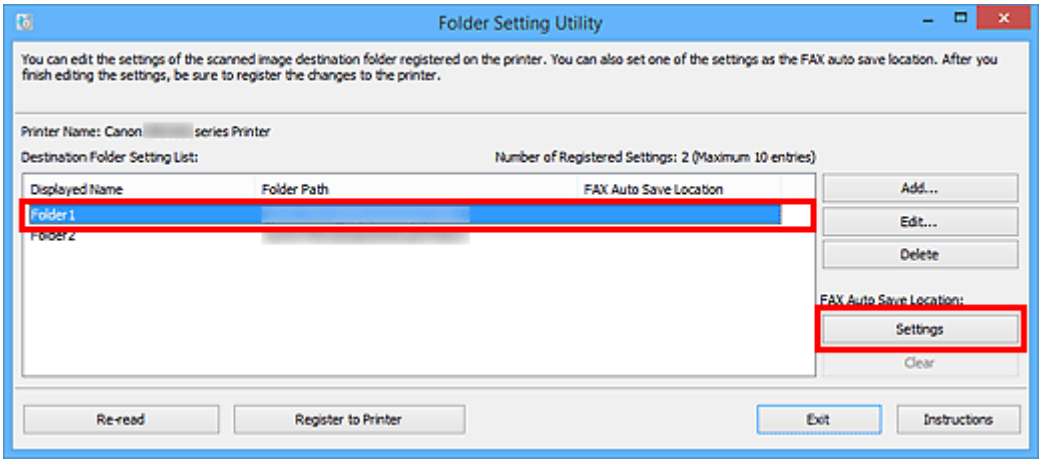
- When your printer is not displayed in **Printer List**, click **Refresh**.

3. Click **Destination Folder Settings** from the items displayed in **Function**.



The **Folder Setting Utility** window appears.

4. Select one of the folders you want to use as the save location from **Destination Folder Setting List**, then click **Settings**.


Folder Setting Utility
You can edit the settings of the scanned image destination folder registered on the printer. You can also set one of the settings as the FAX auto save location. After you finish editing the settings, be sure to register the changes to the printer.
Printer Name: Canon series Printer
Destination Folder Setting List:
Number of Registered Settings: 2 (Maximum 10 entries)
Displayed Name
Folder Path
FAX Auto Save Location
Folder1
Folder2
Add...
Edit...
Delete
FAX Auto Save Location:
Settings
Clear
Re-read
Register to Printer
Exit
Instructions

Note

- When no folder is displayed in **Destination Folder Setting List**, add a destination folder.

  Adding Destination Folders

- If a PIN code entry screen appears, enter the code.

5. Check the message, then click **OK**.

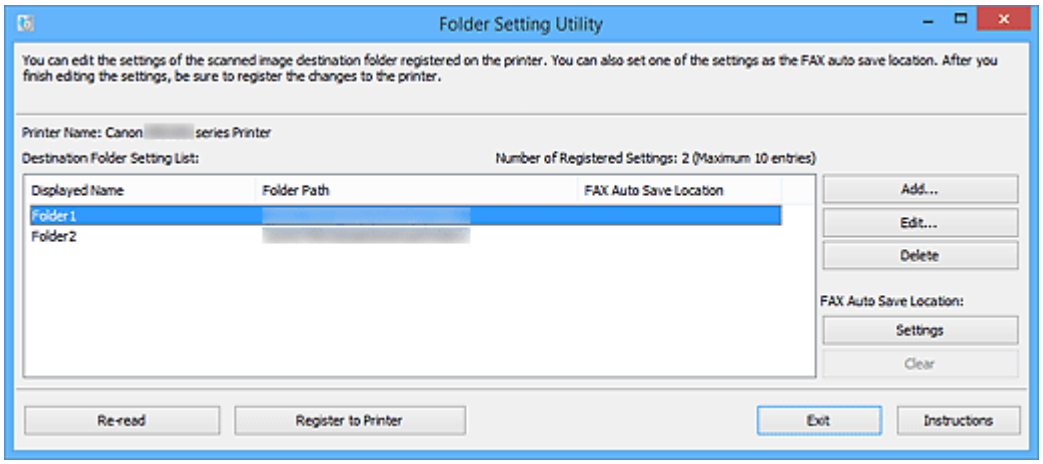
   (Checkmark) appears in **FAX Auto Save Location** of the set folder.

6. Click **Register to Printer**.

7. Check the message, then click **OK**.

Folder Setting Utility Window

You can set a network folder as the destination for images scanned from the operation panel of the printer and for received fax data.


Folder Setting Utility
You can edit the settings of the scanned image destination folder registered on the printer. You can also set one of the settings as the FAX auto save location. After you finish editing the settings, be sure to register the changes to the printer.
Printer Name: Canon series Printer
Destination Folder Setting List:
Number of Registered Settings: 2 (Maximum 10 entries)
Displayed Name
Folder Path
FAX Auto Save Location
Folder1
Folder2
Add...
Edit...
Delete
FAX Auto Save Location:
Settings
Clear
Re-read
Register to Printer
Exit
Instructions

Printer Name

Displays the printer name selected in the Main Screen.

Destination Folder Setting List

Displays the list of destination folders for data.

Add...

Click to display the **Add Destination Folder** window in which you can add destination folders.

Edit...

Click to display the **Edit Destination Folder** window in which you can edit the display name, folder path, etc. of the folder specified in **Destination Folder Setting List**.

Note

- When editing a folder to which PIN code is set, a PIN code entry screen appears.

Delete

Deletes the folder specified in **Destination Folder Setting List**.

FAX Auto Save Location

Settings

Sets the folder specified in **Destination Folder Setting List** as the auto save location for fax data.

Note

- When setting a folder to which PIN code is set, a PIN code entry screen appears.

Clear

Removes the folder specified in **Destination Folder Setting List** from the auto save location for fax data.

Re-read

Reads the destination folder setting information from the printer again.

Important

- Make sure of the following before clicking **Re-read**.
  - The printer is turned on
  - The printer is connected to the network

- Another software or user is not using the printer
- An error is not displayed on the operation panel of the printer

Register to Printer

Registers the settings to the printer.

Important

- Make sure of the following before clicking **Register to Printer**.
  - The printer is turned on
  - The printer is connected to the network
  - Another software or user is not using the printer
  - An error is not displayed on the operation panel of the printer

Exit

Closes the **Folder Setting Utility** window.

Instructions

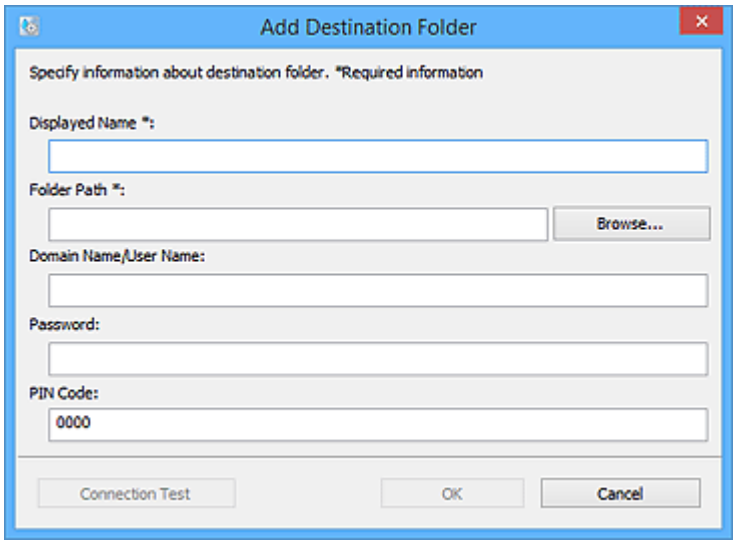
Opens this guide.

Related Topic

- Setting the Destination

Add Destination Folder Window / Edit Destination Folder Window

You can add or edit destination folders for images scanned from the operation panel of the printer and for received fax data.



Displayed Name

Enter the name you want to display.

Important

- **Displayed Name** is a required entry field.
- Use only the characters that can be entered on the operation panel of your printer.

Folder Path

Specify the destination folder for data. Click **Browse...**, then select the destination folder.

Important

- **Folder Path** is a required entry field.

Domain Name/User Name

Enter the domain name and user name with which to access the destination of data.

Note

- If you don't know the domain name or user name, contact the network (server) administrator.

Password

Enter the password with which to access the destination of data.

Note

- If you don't know the password, contact the network (server) administrator.

PIN Code

PIN code is a security code for accessing the destination folder. Set it to prevent the destination folder from unauthorized access or having the settings changed by a third person.

Important

- Enter a number of at least four digits.
- The default value (0000) is set. When not specifying the PIN code, delete "0000."

- When setting the PIN code, be sure to write it down for future reference since you will need to enter it in cases such as setting the folder as the destination folder for received fax data or for data scanned from the operation panel of the printer.
- If you have forgotten the PIN code, delete the folder from **Destination Folder Setting List**, then add it again.
- When editing the destination folder, enter the PIN code that you set at the time of adding the folder.

Connection Test

Click to check if you can connect to the destination folder for data.

Important

- Make sure of the following before performing **Connection Test**.
  - The printer is turned on
  - The printer is connected to the network
  - Another software or user is not using the printer
  - An error is not displayed on the operation panel of the printer

OK

Click to apply the addition and edits.

Important

- If **Connection Test** has not been clicked, the utility automatically checks if it can connect to the destination folder for data.

  Make sure of the following before clicking **OK**.
  - The printer is turned on
  - The printer is connected to the network
  - Another software or user is not using the printer
  - An error is not displayed on the operation panel of the printer

Troubleshooting

An Authentication Screen Appears after Selecting Printer Information

When an authentication screen appears after selecting **Printer Information**, you need to enter the user name and password. Refer to "Authentication" for details.

How to Check the Version - Quick Toolbox -

You can check the version of Quick Toolbox by following the steps below.

1. Start Quick Toolbox

2. Right-click (Quick Toolbox) in the notification area on the desktop, then click **About** in the displayed menu.

   The version information appears.